



Information Technology – Legislative Committee Meeting

04.04.23

- APPROVAL OF MINUTES
 - 03.07.23 IT Legislative Committee Meeting
- FINANCIAL
 - Review of Budget Status and Financial News
- OLD BUSINESS
 - Information Security Report
 - Town of Candor Shared Services
 - Town of Nichols Shared Services
- NEW BUSINESS
 - CrowdStrike
 - BOE – NYS Circuit Troubleshooting
- PERSONNEL
 - Network Administrator Position Remains Vacant
 - Chief Information Officer Navy Reserve Annual Training – Returns April 10, 2023
- RESOLUTIONS
 - Nothing to Report
- PROCLAMATIONS
 - Nothing to Report
- ADJOURNMENT



INFORMATION TECHNOLOGY LEGISLATIVE STANDING COMMITTEE

March 7th, 2023, at 9:30 am

ATTENDANCE:

- Legislators: W. Jake Brown, Tracy Monell, Ron Ciotoli, Dennis M. Mullen, and William Standinger
- Staff: Jeremy Loveland, CIO and Brandon Clark Deputy Director,
- Guests: Cathy Haskell

- APPROVAL OF MINUTES: Approval of February 7th, 2023, Information Technology Committee Minutes: Legislator Tracy Monell made the motion, seconded by Legislator Ron Ciotoli to approve the February 7th, 2023 Information Technology Committee Minutes as written. Motion carried.

- FINANCIAL
 - Review of budget status and financial news:
 - The budget is tracking as expected.
 - The last General Bill from FY2022 has been paid. FY2022 for ITCS is ready to be closed.

- OLD BUSINESS
 - Town of Candor Shared Services
 - The fiber circuit to the Town of Candor Hall is complete. An additional requirement has been identified, which is to connect the Town Highway Department. ITCS Staff have designed a solution to meet those needs. The Town of Candor will be migrated to the Tioga County network within the next few weeks.
 - Town of Nichols Shared Services
 - The Town of Nichols Hall has been successfully migrated to the Tioga County network. The Town of Nichols Highway and Water Plant will be migrated within the next few weeks.

- NEW BUSINESS

- Village of Nichols Shared Service Revocation.

- The Village of Nichols Mayor expressed that the Shared Service Computer located in the mayors' home office is no longer needed. The ITCS Department will be removing the computer and VPN equipment within the next few weeks. The Village of Nichols and Tioga County ITCS Department mutually agree to revoke the Village of Nichols Master Service Agreement to provide IT Shared Services to the Village of Nichols.

- Board of Elections Network Segregation

- ITCS will be working toward completing the segregation of the Board of Elections data from the rest of the County network. This project is planned to be completed in the second quarter of FY2023.

- Offsite – Offline Backup Location

- ITCS is investigating various locations for hosting offsite and offline backups of the Tioga County and Shared Service agency's data. This is an effort to bolster the disaster recovery response and resilience stance for the County's critical information systems.

- PERSONNEL

- Network Administrator Position Remains Vacant

- This position remains vacant. The CIO has investigated various recruiting strategies, including partnering with the Veteran's Service Agency to market this position to transitioning Service Members.

- Chief Information Officer Navy Reserve Annual Training

- The CIO, Jeremy Loveland, will be completing his Annual Training at Navy Supply Systems Command, Business Systems Command in Mechanicsburg, PA from March 13th 2023 through April 7th, 2023. The Deputy Director of ITCS, Brandon Clark, will be filling in during this period of time.

- RESOLUTIONS/PROCLAMATIONS

- C17 – RECOGNIZE WILLIAM OSTRANDER 15 YEARS OF DEDICATED SERVICE INFORMATION TECHNOLOGY AND COMMUNICATION SERVICES DEPARTMENT
- C21 – TRANSFER FUNDS AND PURCHASE SERVER HOST HARDWARE
- C22 – AUTHORIZE MULTI-YEAR PREPAYMENT OF SUBSCRIPTION TO ACHIEVE SAVINGS – KNOWBE4 SECURITY AWARENESS TRAINING
- C25 – AUTHORIZE EXECUTION OF COOPERATIVE AGREEMENTS BETWEEN THE LAW DEPARTMENT, ITCS, SHERIFF, DSS, PUBLIC HEALTH, AND MENTAL HYGIENE
- C38 – AUTHORIZE MULTI-YEAR PREPAYMENT OF SUBSCRIPTION TO ACHIEVE SAVINGS – BARRACUDA MESSAGE ARCHIVER

- EXECUTIVE SESSION

- Legislator Mullen motioned to move into Exec Session, seconded by Legislator Ciotoli to discuss public safety matters at 9:47 a.m.
- Legislator Monell motioned to adjourn Exec Session at 9:52 a.m., seconded by Legislator Ciotoli.

- ADJOURNMENT 9:52 a.m.

Review of 2022 Budget and Financial News

A1680 – Year-to-Date Budget Report

FOR 2023 04										
ACCOUNTS	FOR:	ORIGINAL	TRNFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT		
A	General Fund	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL		
A1680 Information Technology										
A1680	412702	Shared Services- I	-210,072	0	-210,072	.00	.00	-210,072.00	.00%	
A1680	412707	Shared Services- E	-90,000	0	-90,000	-3,588.00	.00	-86,412.00	4.00%	
A1680	422280	Data Processing/Pr	0	0	0	-65.42	.00	65.42	100.00%	
A1680	424100	Rental of County O	-5,000	0	-5,000	-3,600.00	.00	-1,400.00	72.00%	
A1680	510010	Full Time	548,395	65,180	613,575	119,244.27	.00	494,330.73	19.4%	
A1680	540040	Books	250	0	250	.00	.00	250.00	.0%	
A1680	540070	Car Maintenance	500	0	500	.00	.00	500.00	.0%	
A1680	540140	Contracting Servic	58,880	-48,880	10,000	287.50	7,350.70	2,361.80	76.4%	
A1680	540140	M7674 Contracting S	0	528,651	528,651	35,000.00	.00	493,650.92	6.6%	
A1680	540180	Dues	150	0	150	50.00	.00	100.00	33.3%	
A1680	540220	Automobile Fuel	400	0	400	132.37	.00	267.63	33.1%	
A1680	540320	Leased/Service Equ	5,500	-2,000	3,500	645.21	.00	2,854.79	18.4%	
A1680	540350	Office Equip Maint	41,800	13,139	54,939	32,692.33	.00	22,246.92	59.5%	
A1680	540390	Mileage Expense	150	0	150	.00	.00	150.00	.0%	
A1680	540420	Office Supplies	1,500	-500	1,000	.00	.00	1,000.00	.0%	
A1680	540480	Postage	50	0	50	.00	.00	50.00	.0%	
A1680	540485	Printing/Paper	1,000	0	1,000	.00	.00	1,000.00	.0%	
A1680	540620	Software Expense	172,313	0	172,313	79,153.51	.00	93,159.49	45.9%	
A1680	540640	Supplies (Not Offi	4,500	0	4,500	1,645.05	.00	2,854.95	36.6%	
A1680	540660	Telephone	70,700	-10,000	60,700	11,405.79	.00	49,294.21	18.8%	
A1680	540661	Telephone Maintena	24,500	0	24,500	23,304.00	.00	1,196.00	95.1%	
A1680	540733	Training/All Other	5,000	-3,800	1,200	.00	.00	1,200.00	.0%	
A1680	581088	State Retirement F	46,168	0	46,168	11,420.43	.00	34,747.51	24.7%	
A1680	583088	Social Security Fr	39,959	0	39,959	10,176.52	.00	29,782.18	25.5%	
A1680	584088	Workers Compensati	9,795	0	9,795	2,742.32	.00	7,052.40	28.0%	
A1680	585388	Disability Insuran	543	0	543	146.16	.00	396.72	26.9%	
A1680	586088	Health Insurance F	166,015	0	166,015	31,558.69	.00	134,456.51	19.0%	
A1680	588988	Eap Fringe	116	0	116	34.16	.00	82.32	29.3%	
TOTAL Information Technology			893,112	541,790	1,434,902	352,384.89		7,350.70	1,075,166.50	25.1%
TOTAL General Fund			893,112	541,790	1,434,902	352,384.89		7,350.70	1,075,166.50	25.1%
TOTAL REVENUES			-305,072	0	-305,072	-7,253.42		.00	-297,818.58	
TOTAL EXPENSES			1,198,184	541,790	1,739,974	359,638.31		7,350.70	1,372,985.08	

FOR 2023 04										
		ORIGINAL	TRNFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT		
		APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL		
GRAND TOTAL			893,112	541,790	1,434,902	352,384.89		7,350.70	1,075,166.50	25.1%

H1680 – Year-to-Date Capital Budget Report

FOR 2023 04								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
H Capital Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USE/COL	
H1680 Information Technology								
H1680 520270 Telephone Equipmen	6,666	0	6,666	.00	.00	6,666.00	.0%	
H1680 520620 Software Expense	128,250	0	128,250	85,353.50	1,590.00	41,306.50	67.8%	
H1680 520620 M7674 Software Expe	0	70,000	70,000	.00	.00	70,000.00	.0%	
H1680 521090 Computer	66,167	50,983	117,149	65,439.93	7,615.80	44,093.68	62.4%	
TOTAL Information Technology	201,083	120,983	322,065	150,793.43	9,205.80	162,066.18	49.7%	
TOTAL Capital Fund	201,083	120,983	322,065	150,793.43	9,205.80	162,066.18	49.7%	
TOTAL EXPENSES	201,083	120,983	322,065	150,793.43	9,205.80	162,066.18		
FOR 2023 04								
	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
	APPROP	ADJSTMTS	BUDGET			BUDGET	USE/COL	
GRAND TOTAL	201,083	120,983	322,065	150,793.43	9,205.80	162,066.18	49.7%	